



Town of Fort Myers Beach

SIGN PERMIT APPLICATION

PERMIT NUMBER: _____ Date: _____

All newly erected signs require a valid sign permit (see Section 30-4 of the Town of Fort Myers Beach Land Development Code for applicability and 30-6 for signs that are exempt from permit requirements). In addition to new signs, an existing sign will require a permit if the work involves any structural work, electrical work or copy change. All signs seaward of the 1991 Coastal Construction Control Line require approval from the Florida Department of Environmental Protection. A complete application must be submitted before the review process may proceed. Attached is a checklist for submittal requirements.

Contractor: _____ License: _____

Contact Name: _____ Phone: _____

Email: _____ Fax: _____

Property Owner: _____ Phone: _____

Business/Condo Name: _____

Business Owner: _____ Phone: _____

Site Address: _____

STRAP Number: _____

SIGN CONSTRUCTION

Commercial Sign: YES/NO Residential Sign: YES/NO Lighting: YES/NO

Sign Type: _____ Wall _____ Monument _____ Projecting _____ Other

Single Face: YES/NO Double Face: YES/NO Total Sign Face Area: _____

Sign Value: _____ Installation cost: _____

Any sign which has an artificial light source, either internal or external, that renders the sign message readable is considered an illuminated sign and must complete a sign lighting application.

I, _____ do attest that the above information which I have submitted to the Town of Fort Myers Beach is accurate and complete. Any inaccurate or incomplete information submitted may cause the approval to void and may further void or invalidate any permits issued based on that approval. Any structures built pursuant to an invalidated permit must be removed or, if possible, a new application may be filed and permits issued. I agree to comply with the Town of Fort Myers Beach Land Development Code and any other applicable codes and certify that to the best of my knowledge, the information submitted for this permit is true and correct.

APPLICANT: _____ Date: _____



Town of Fort Myers Beach

SIGN LIGHTING APPLICATION

Business/Condo Name: _____

Business Owner: _____ Phone: _____

Site Address: _____

Electrical Contractor: _____ License: _____

Contact Name: _____ Phone: _____

TYPE OF LIGHTING

Internal Illumination: YES/NO

External Illumination: YES/NO

Number of bulbs: _____ Wattage: _____ Length of bulbs: _____

Tubular Florescent: YES/NO Tungsten-Halogen: YES/NO Metal Halide: YES/NO

LED: YES/NO Neon: YES/NO If yes, color(s): _____ Compact Florescent: YES/NO

Standard Incandescent: YES/NO

High-pressure Sodium: YES/NO

Low-pressure Sodium: YES/NO

Elevation of all lighting: _____

Manufacturers cut sheets of light bulbs may be required to determine compliance with Sea Turtle lighting provisions. See Chapter 14 of the Town of Fort Myers Beach Land Development Code for more information on Sea Turtle protection.

Sign face/copy size: _____ Colors: _____

Description of enclosure design: _____

For externally illuminated signs, explain placement of the lighting source: _____

_____ Provide a site plan indicating the location of all external lights.

_____ Include an aerial map of the site, illustrating the distance and direction of the illumination in relationship to the beach. *(Lee County Property Appraiser's Map is sufficient)*



Town of Fort Myers Beach

SIGN PERMIT APPLICATION CHECKLIST

In order to obtain a permit to erect, alter, or relocate any sign under the provisions of this chapter, an applicant therefore shall submit to the Town a sign permit application which shall include:

- _____ A completed and signed permit application form.
- _____ Approximate value of the sign including the installation cost(s).
- _____ A site location plan including location by street number and legal description (tract, block and lot) of the building structure or lot to which or upon which the sign is to be installed.
- _____ A **fully dimensioned** and **scaled** site plan indicating the location of the site relative to property lines, rights-of-way, streets, easements, sidewalks, and other buildings or structures on the premise; as well as the location, size, and type of any other existing signs on the same premises.
- _____ A **fully scaled** drawing showing the design of the sign, including dimensions, sign face area, method of attachment, and source of illumination, if applicable, and showing the relationship to any building or structure to which it is or is proposed to be installed or affixed.
- _____ Plans indicating the scope and structural detail of the work to be done, including details of all connections, supports, and footings and materials to be used. New monument signs may be required to provide signed and sealed engineering plans.
- _____ In all VE Zones, and wherever else deemed necessary by the Building Official, stress sheets and calculations indicating the sign is designed to meet scour, dead load and wind pressure.
- _____ Where determined to be necessary a listing of all materials to be utilized in the construction of the sign, or, in the alternative, a statement that all materials are in compliance with the Florida Building Code.
- _____ For illuminated signs, a sign lighting application as well as an electrical permit. All electrical work must be UL-approved and installed by a licensed electrical contractor.
- _____ A Sea Turtle lighting plan is required for all illuminated signs including signs that are within buildings. For more information regarding Sea Turtle protection and light shielding techniques, contact the Town of Fort Myers Beach Environmental Coordinator at 239-765-0202.
- _____ All signs seaward of the 1991 Coastal Construction Control Line must have approval from the Florida Department of Environmental Protection. For more information contact the local FDEP office at 239-344-5600.
- _____ All signs, except exempt signs and some temporary signs are required to be installed or erected only by a licensed sign contractor or licensed electrical sign contractor.
- _____ A landscape plan for signs that will include landscaping.
- _____ Application fee of \$100. For signs erected, altered, or relocated without permits, the fee triples.

In addition to these requirements, please refer to Chapter 30 of the Town of Fort Myers Beach Land Development Code for information regarding maximum height, maximum sign face area, required setbacks, etc.